

OFFICE OF THE STATE BUDGET
OFFICE OF FINANCIAL MANAGEMENT
**REQUEST FOR FINANCIAL MANAGEMENT & REPORTING
SYSTEM DEVELOPMENT OR ENHANCEMENTS**

Effective immediately, any financial management system development or enhancement project involving disbursements, receipts, payroll-related activities, interfaces to or from MAIN FACS or procurement activities resulting in accounting transactions are subject to Office of Financial Management (OFM) review and approval. OFM will prioritize financial management system development and enhancements.

At each CFO Council meeting, the submitted requests will be discussed and input will be sought. First priority will be given to projects that generate cost savings to the state and those that are needed to meet legal and regulatory requirements. Other criteria for project approval include accounting integrity, collective benefit to the state, financial risk and impact to the state, and processing and reporting improvements.

If a department previously submitted a system or enhancement request that was not addressed, a new request following these procedures must be resubmitted. There is no way to validate the requests previously maintained under the Priority Application Workload System (PAWS) or identify the agency that submitted some requests. Therefore, only new requests for enhancements and development that meet established criteria and have CFO input and approval will be considered.

OFM will coordinate system development or enhancements with the Department of Information Technology. OFM will issue formal service requests documenting the business need and justification for the project. In addition, formal project charters will be signed to ensure that project objectives and scope are clearly understood.

PART I - AGENCY

1. REQUEST TYPE <input type="checkbox"/> Add <input type="checkbox"/> Change		2. DATE OF REQUEST	
3. REQUESTER'S NAME (Last, First, Middle Initial)		4. REQUESTER'S DEPARTMENT	5. REQUESTER'S PHONE NUMBER
6. IDENTIFY THE BUSINESS NEEDS AND BENEFITS FOR THE DEVELOPMENT OR ENHANCEMENTS (If necessary, attach any screen prints or other documentation.)			
7. DOCUMENT HOW THE NEED IS CURRENTLY BEING SATISFIED			
8. AGENCIES AFFECTED by the enhancements			
9. ALTERNATIVE SOLUTIONS explored prior to request.			
10. HELP DESK SUGGESTIONS			11. HELP DESK TICKET #(s)
12. CHIEF FINANCIAL OFFICER'S (CFO'S) SIGNATURE (REQUIRED)		DATE	13. CFO'S PHONE NUMBER

Forward the completed request to:

Office of Financial Management, 7th Floor, Romney Bldg., Lansing, MI

PART II - OFFICE OF FINANCIAL MANAGEMENT (OFM)

1. LOG NUMBER	2. DATE REQUEST RECEIVED	3. <input type="checkbox"/> Approve <input type="checkbox"/> Reject
4. PRIORITY <input type="checkbox"/> Very High <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		
5. RATIONALE FOR APPROVAL OR REJECTION		
6. OFFICE OF FINANCIAL MANAGEMENT SIGNATURE		DATE